

8-2012

Resources and Services for Faculty and Staff

Office of the Library Director, Adams Library
Rhode Island College, oald@ric.edu

Follow this and additional works at: <https://digitalcommons.ric.edu/handbooks>

Recommended Citation

Adams Library, Office of the Library Director,, "Resources and Services for Faculty and Staff" (2012). *Handbooks*. 1.
<https://digitalcommons.ric.edu/handbooks/1>

This Guide is brought to you for free and open access by the Office of the Library Director at Digital Commons @ RIC. It has been accepted for inclusion in Handbooks by an authorized administrator of Digital Commons @ RIC. For more information, please contact digitalcommons@ric.edu.

James P. Adams Library

Resources and Services for Faculty and Staff

August 2012



*A Publication of the James P. Adams Library
Compiled & edited by Ellen Morais, Assistant to the Director
in consultation with the Director & Staff of the Library*



**REACH
INSPIRE
CONNECT**

James P. Adams Library Mission Statement

The mission of the James P. Adams Library is to provide students and faculty with access to the sources of information, knowledge and services necessary to support and improve instruction and learning consistent with the objectives of the educational programs of Rhode Island College.

The library's programs and services should: provide convenient and comprehensive access to the information and knowledge resources appropriate for the achievement of student scholarship and learning; offer instruction in the effective utilization of the library's resources; acquire and organize materials according to appropriate local, national and professional standards and practices; and support faculty research by providing information and knowledge resources as well as access to the resources of other libraries.

The library should be committed to upholding the intellectual freedom of its users by building a collection of information and knowledge resources to express a diversity of views, and by ensuring the confidentiality of patron transactions.

The library building should offer a comfortable setting for study, scholarly inquiry, and the pursuit of intellectual curiosity. Facilities should be available to support access to the library and its materials by people with disabilities.

Service to the academic and scholarly communities of the state, the region, the nation, and the world should be maintained through cooperative arrangements that provide reciprocal benefits to the College as well.

August 2005

Dear Colleagues,

The James P. Adams Library staff and I are happy to welcome you to the library and its rich array of resources. We are striving to make the library a comfortable and welcoming place where learning and inspiration are the focus. The library's resources are here for you and you can access them from everywhere. And our superb staff will continue to collaborate with you and assist you.

We are excited to share our ever-expanding resources with you. Please visit our [website](#). We welcome your ideas to improve our services and our activities. Please stop by or [email us](#)! We would be happy to hear from you.

*Hedi BenAicha
Director, James P. Adams library*

For your convenience all web links referenced in this guide are listed on page 27-28.

TABLE OF CONTENTS

Using the Library

Library Hours	6
Library Web Page	8
Library Catalog	8
RIC ID Card = Library Card	9

Finding Information 10

Reference & Research	10
Library Instruction	10
LibGuides	11
Interlibrary Loan	11
Course Reserves/E-Reserves	12
Curriculum Resources Center (CRC)	13
DigitalCommons@RIC	13
Selected Works (SW)	14
Theses, Dissertations Honors Projects, etc.	14
Government Publications	14
Media Collections	15
New Books	15
McNaughton Browsing Collection	15
Periodicals	16
Special Collections	16

Online Resources 16

ArtStor	17
CredoReference	17
E-Book Collections	17
Streaming Media	18

Collection Development 20

Library Liaisons	20
Purchase Requests	20
Donations and Gifts	21

General Library Information 22

Borrowing and Loan Periods	22
Borrowing from Brown University	22
Borrowing from CRIARL Libraries	22
Laptops, Public Computers & Wireless Network	23
Printing and Photocopying	24
Meeting and Study Spaces	24
Vending Machines and Food in the Library	26
Library News and Events	26
Quick Links	27
Staff Directory	29

Library Hours

The James P. Adams Library is centrally located on the RIC campus. We are generally open 80 hours per week during the spring and fall semesters but follow varying schedules throughout the academic year (fall semester through summer). Our hours of operation include special schedules during intersession periods (between semesters), spring recess, summer sessions, and during some holidays. We also follow an extended hours period beginning two weeks prior to final exams in the fall and spring semesters.

On the following page is a breakdown of the various schedules we follow. Library hours are posted at the library's main entrances and on our online calendar:

www.ric.edu/adamslibrary/calendar. Please check the current hours when planning visits and/or activities.



In the event of emergencies or inclement weather requiring the closing of the building, announcements will be posted on the college and library web pages and voicemail messages on our main extensions 456-8126 and 456-9617. *Please note that all public services (checkouts, photocopying, and reserves) cease 15 minutes prior to the closing of the building.*

Intersession Periods & Spring Recess

There are three intersession periods throughout the academic year and one week of spring recess:

Intersession I (winter) —beginning after final exams at the end of the fall semester through the start of the spring semester.

Intersession II (spring) —beginning after final exams at the end of the spring semester through the start of summer session I.

Intersession III (summer) —beginning after final exams at the end of summer session II through the start of fall semester

Spring Recess — one week recess after midterms during the spring semester.

Standard Hours: (fall and spring)	Monday – Thursday:	8 am -10 pm
	Friday:	8 am - 5 pm
	Saturday:	11 am - 5 pm
	Sunday:	1 pm - 9 pm

Interession/Spring Break Hours (some exceptions apply):

Monday – Friday:	9 am - 5 pm
Saturday - Sunday:	CLOSED

Holiday Hours:

New Year's Day	CLOSED
Martin Luther King, Jr. Day	CLOSED
Memorial day	CLOSED
Independence Day	CLOSED
Victory Day	CLOSED
Labor Day	CLOSED
Columbus Day	11 am—5 pm
Veteran's Day	11 am—5 pm
Thanksgiving Day	CLOSED
Christmas Day	CLOSED

Extended Hours

2 am (two weeks prior to exams):	Monday – Thursday:	8 am - 2 am
	Friday:	8 am - 5 pm
	Saturday:	11 am - 5 pm
	Sunday:	1 pm - 2 am

24 Hours: Begins at 1pm on the Sunday before exams and runs through 5pm on Friday;
Saturdays open 11am-5pm. Final exam week follows same schedule
(see online calendar for day by day detail)



Summer Hours:

Monday – Wednesday:	8 am - 8 pm
Thursday - Friday:	8 am - 5 pm
Saturday - Sunday:	CLOSED

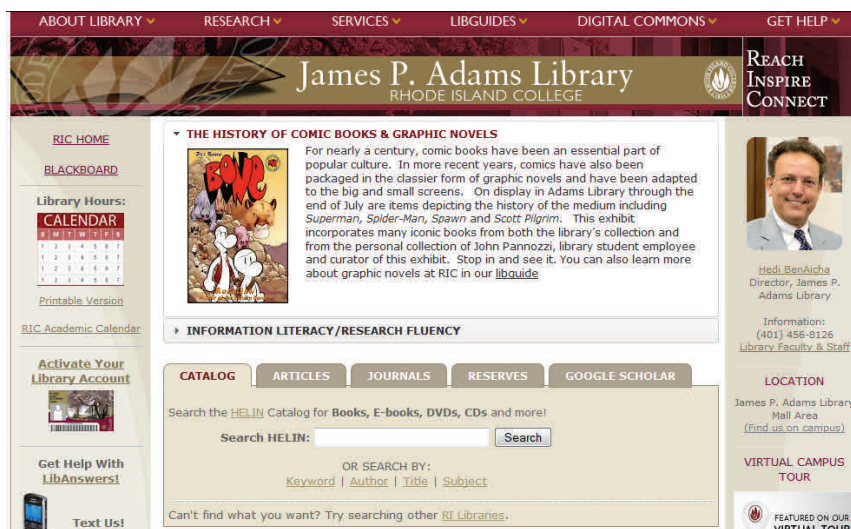


Visit Our Online Calendar for current hours:

<http://www.ric.edu/adamslibrary/calendar.html>

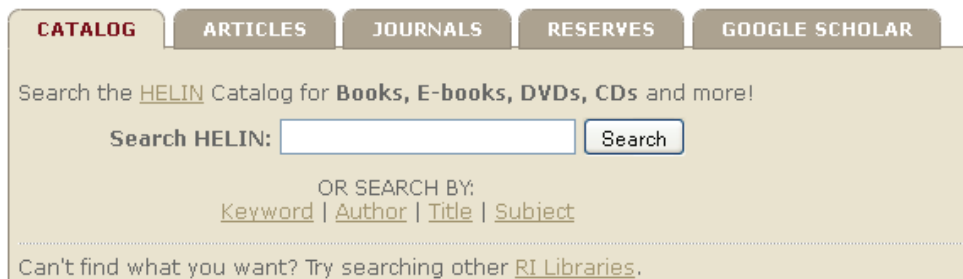
Library Web Page

The library web page, <http://www.ric.edu/adamslibrary>, is your information portal to all we have to offer. Not only is our re-designed site more intuitive and user friendly, it provides access to the latest news about events, new resources, hours, and access to all our databases. You'll find a wealth of information including the [Blackboard](#) portal, [Digital Commons](#), [LibAnswers](#), [LibGuides](#) and the library [catalog](#). Using the tabbed search boxes you can search for books, e-books, articles, journals, reserves and more. You can also watch a brief tutorial on navigating the web page here: <http://youtu.be/dTAN2XnP84U>. The library hosts an array of interesting lectures, seminars, and talks throughout the academic year. Please explore the web page often, check out our newsletter, [From the Steps of Adams Library](#), to find out the latest news and be sure to send us your feedback!



Library Catalog

Rhode Island College is a member of the **H**igher **E**ducation **L**ibrary **I**nformation **N**etwork, or HELIN. When you search the library catalog from our home page you are searching HELIN, the shared catalog of eleven academic libraries and twelve hospital libraries (see sidebar). The



catalog contains all the holdings of HELIN member libraries, about 9 million books, periodicals, media, and other resources! Search only holdings at RIC or all member libraries. Most of the books and media materials can also be requested through the catalog and a delivery service will then bring the materials to the HELIN library of your choice in 2-3 business days. You will be notified by email when your materials are ready for pick up.

RIC ID Card = Library Card



Your Rhode Island College ID card serves as your library card and is valid for use throughout the HELIN Library Consortium. Pick up

your ID Card at the Campus Card office on the main level of the Student Union. Once obtained, ***you must activate your card for library use which will allow you to use it as your library card and grant you access to all library services and online resources.*** Activation can be done in person at the Circulation desk, over the phone by calling 401-456-9617, or via our [online form](#) (see the Activate Your Library Account link on our home page). Please note that activation via the online form will take 1-3 business days. Once your card has been activated you will receive an email indicating that your card is ready for use. Your library account is updated yearly and must be in good standing to allow you access to most library services including: borrowing materials, accessing online resources, obtaining CRIARL cards, and interlibrary loans. *RIC is a public state institution. All citizens of the State of RI are entitled to basic borrowing privileges with a four-week loan period by obtaining a **Special Borrower's card** from the Circulation desk. Other professionals from the Providence metropolitan area are also entitled.*



Academic Library Members

- Brown University
- Bryant University
- Community College of RI
- Dominican House of Studies
- Johnson & Wales University
- Providence College
- Rhode Island College
- Roger Williams University
- Salve Regina University
- University of Rhode Island
- Wheaton College

Hospital Library Members*

- Butler Hospital
- Kent Hospital
- Landmark Medical Center
- Miriam Hospital
- Memorial Hospital of RI
- Newport Hospital
- RI Hospital
- Roger Williams Medical Ctr.
- South County Hospital
- St. Joseph Health Services of RI
- Women & Infants Hospital
- VA Medical Center

*The hospital libraries are members of the Association of Rhode Island Health Sciences Libraries (ARIHSL)

Use your RIC ID card for:

- In-person borrowing from any HELIN library
- Checking out laptops in the library
- Requesting materials from most HELIN libraries online
- Accessing most of the Library's online resources from off campus
- Requesting interlibrary loans

Finding Information

Reference and Research Support

Have a question about our resources or services? Our reference librarians are ready to assist you and your students with your [re-search](#) needs by phone, text, email, our LibAnswers virtual reference portal or in person. They can even help you locate materials not held by Adams Library.

LibAnswers

Use the Ask Us button on our web page to submit a question. We will send you a reply via email or text. You can also [search our FAQ](#) database.

Getting Started

The Library subscribes to nearly 70 electronic databases on a wide variety of subjects. These contain articles from magazines and scholarly journals, streaming media, and E-books. A list of frequently used online resources is available (<http://ric.libguides.com/getstarted>). Complete lists are also available alphabetically (<http://ric.libguides.com/a-z>) and by subject (<http://ric.libguides.com/subjects>) from the library's homepage. Most databases are available from on and off campus with your activated RIC ID card. In addition to electronic databases and journals, the library also subscribes to a variety of print academic journals that are available for in-library use.

Library Instruction

You can collaborate with one of our reference librarians to conduct course-specific library instruction classes focused on basic library skills, using resources and evaluating information. The more notice given, the more courses can be tailored to suit students' specific needs. Most library instruction sessions are held in the Library Instruction Facility (LIF) which is located on the main level (3). Occasionally, one of our librarians may also come to your classroom and conduct the session there. For more information contact the [Reference desk](#).



Ask-a-librarian

- *Stop by the Reference Desk*
- *Call (401) 456-8125*
- *See LibAnswers:*
<http://ric.libanswers.com/>
- *Text: (401) 309-0590*
text "Hours" to receive an auto-reply text message with our current hours

ASK US

LibGuides

LibGuides are online multimedia guides on specific topics designed to share knowledge and information, promote library resources and provide links to additional web sources. Guides are created by librarians, library staff, or RIC faculty and contain links to library materials including books, journals, media, as well as web links, youtube videos and other information sources relevant to the topic. Follow the LibGuides link on our home page to access over 200 guides (and growing) that provide information on our library collections and services, lecture series, exhibits as well as guides that offer advice on topics important to students such as [copyright](#), [citing sources](#), and [academic integrity](#). Libguides can be keyword searched, sorted by author, subject category, or browsed by *featured*, *popular* and *recently published* guides. You are invited to collaborate with librarians to create additional guides for your courses or to suggest new topics. Contact your department's [liaison](#) (see Collection Developments) for more information.



Interlibrary Loan



Need something that's not available through our catalog? Books, CDs, DVDs, journals and articles from libraries located around the world can be requested through our Interlibrary Loan service. Requests are handled on a first-come first-served basis. Deadlines should be discussed with the [Document Delivery Supervisor](#) prior to submitting your request. This aids in determining what accommodations might be possible. To request materials, first check the [catalog](#) to determine if the item is already available at

Adams Library or through HELIN then use the online request forms located on our web page (<http://ric.libguides.com/content.php?pid=175954&sid=1486087>) to make the request. Requested materials will typically be available for pick-up within 10 days to 2 weeks. You will be notified by email when your materials are ready for pick up at the Circulation Desk. For more information view the [Access Services Libguide](#) (see tabs *Requesting Books/DVDs* or *Requesting Articles*).

Course Reserves

Materials required for use in your courses can be placed on hold with limited circulation at the Reserve Desk. You can specify the duration of the loan period, generally 3 hours to 7 days, at the time of making your request. These materials are identified in the HELIN catalog by the location code, "RIC Reserves."

Materials submitted two weeks in advance of the start of the semester are guaranteed to be available on the 1st day of classes.

Materials may also be submitted during the semester; however, these will be processed on a first-come first-served basis.

Materials not owned by the library may be requested for purchase for placement on Reserve, but considerable lead time is required to do so. Overdue fines for items "on reserve" is \$0.25 per hour.



Videos/DVDs placed on course reserve are covered by the same loan policies as above, with the exception that they can be checked out of the library for in classroom use. Video/DVD checkouts for classroom use can be made using the [Course Reserve Request Form](#) and will then be available for you to pick-up at the Reserve desk on the viewing date(s) specified in your request.

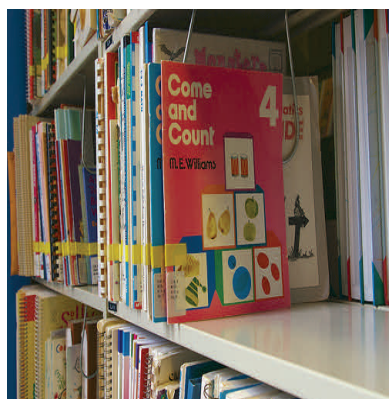
Electronic Reserves (E-Reserves)

With E-reserves students can access your course materials from on or off-campus 24 hours a day, 7 days a week. Students will need to use their activated ID Cards to log in.

Our staff are capable of scanning single-sided personal copies of material you provide. These personal copies will be returned to you once made available via E-reserves or if you already have copies of the material, you can drop them off at the Reserve desk, send them via campus mail, or email articles in PDF format to the [Reserve Desk Supervisor](#). Book chapters and journal articles from library books and bound periodicals can be scanned by Reserve staff. In addition, electronic journal articles, e-books, streaming video or music that the library subscribes to can be linked to your course reserve list. Just supply us with a citation and we will do the rest. You may also request digitized film clips from library owned DVDs and videos for inclusion on course reserve lists. Digitized clips for commentary and criticism are permissible under copyright law and must be accessible via closed course sites in Blackboard. Course reserve lists can also be linked to your Blackboard courses by using the "Adding a URL Link" function in

Blackboard. More detailed information on these services can be found on our [web page](#) or contact us for help.

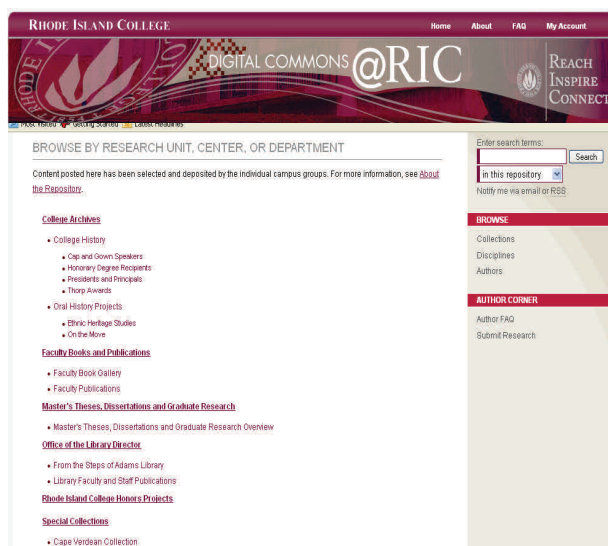
Curriculum Resources Center (CRC)



The Curriculum Resources Center, located on Level 4, offers a circulating collection of curriculum guides and instructional materials for all K-12 subject areas. The CRC houses a wide variety of resources, such as activity guides, lesson plans, textbooks, and reference sources for teachers, in an equally wide array of formats. In addition to printed materials, the collection includes multimedia kits, computer-based programs, videos, sound recordings, visual aids, and more. These materials are available to students, faculty, and in-service teachers for evaluation, review, and classroom use. Please check our [Lib-Guide](#) for more information about the CRC.

DigitalCommons@RIC (DC)

A web-based portal designed to collect, preserve and provide access to scholarship by Rhode Island College students, staff, and faculty. DC was the library's first venture into digitization and continues to grow. It is a valuable resource that creates access to collections that may not have been easily accessible in the past. Included within DC are digitized versions of College archives; departmental documents, such as the [Library Newsletter](#); the honors projects, master's theses, advanced certificates and doctoral dissertations created by RIC students; and selected research works by RIC faculty (*see Selected Works*). DC is also providing a showcase for some of our Special Collections materials are limited to in-library use. We invite and encourage you to submit your scholarly and other documents for long-term preservation and electronic access. For more information, contact the [Digital Initiatives librarian](#).



Selected Works (SW)

A module maintained by Digital Commons, [Selected Works](#) builds web pages for faculty in an integrated and easily accessible manner. The web page which houses articles, book reviews, books and other media also includes your photograph and links to your profile information and Curriculum vitae. The main page includes your brief bio statement. The library encourages you to build your own profile page and to spread the spirit of scholarship on campus. Detailed statistics are managed by SW and there is also the opportunity to increase readership of faculty scholarship by creating a mailing list for past and present publications. For more information about selected works, please contact the [Digital Initiatives librarian](#).



Rhode Island College Student Projects, Theses & Dissertations

Adams Library is proud of the honor's projects, master's theses, advanced certificate projects, and doctoral dissertations that our students create and is pleased to catalog and include these works in our collections. Advisors should direct students to submit both paper and an electronic version to the library. Paper copies are bound and electronic versions are added to Digital Commons. The library's intention is to make all students' academic work accessible and easily discoverable online. More information can be found on our [website](#).

Government Publications

Adams Library is the 3rd largest depository in the state, housing both federal and state documents. We acquire publications from most federal and state agencies, and coordinate with approximately 10-12 other federal depository libraries to ensure that the State of RI has a complete collection. These government documents are available in a variety of formats, including PDF, web-based documents, CDs, DVDs, and printed materials most of which can be checked out from the library. Please visit our [website](#) for more information on Government Publications.



Media Collections

The library continues to build a media collection in support of curricular needs. Our collection consists of VHS tapes, DVDs, CDs and some streaming media.* CDs & DVDs are located in the Browsing area on level 3. We urge you to browse our collections. DVDs can also be browsed by title from the [DVD Collection LibGuide](#). *CD, DVD, LP and VHS players are located by the Reserve desk for use with media placed on course reserve.* *See Streaming Media on p. 18 for more information about this collection.



McNaughton Browsing Collection



The library *rents* a rotating collection of 800 popular fiction and non-fiction titles through a subscription service which allows us to offer a variety of bestsellers that might not otherwise be purchased for our collections. These books are available for your perusal in the McNaughton Browsing Collection which is located on the main level. At the end of the rental period a librarian evaluates the content and usage of the titles and some are added to the main collection at a substantial savings to the College; the rest are returned to the McNaughton subscription service and traded

for new titles. Because these books are rented and not purchased they are not available for renewal. Stop by and find something interesting to read!

New Books

The library selects materials for purchase based on the principle of providing support to the academic programs offered at Rhode Island College (see Collection Development). For quick and convenient access, our most recent book acquisitions are featured in the *New Books* section in the main lobby (level 3) for a limited period of time before being integrated into our permanent collections.



Periodicals

With over 40,000 titles through print and electronic subscriptions, full-text databases, and open access sources. The Library also maintains “Check the library” links in major databases, which enable direct access from citations to articles available in electronic format. **Print journals do not circulate.** It is possible to generate a list of print and electronic journals in a discipline area by using the [Periodical List page](#) and selecting a subject category. This same page will allow you to look up periodicals by title to determine their availability. For more information, please contact the [E-Resources and Serials Librarian](#) who can also provide assistance in creating customized lists.



Special Collections

Located on level 4 and home of the the College archives, Special Collections also houses rare books and a variety of personal papers, manuscript and subject collections. Holdings include old and rare materials on Rhode Island-related history, ethnic groups in Rhode Island, socio-political publications and education. Faculty, staff and alumni publications are also displayed in the lobby on the main level. Use of the materials in Special Collections is limited to the Martha Bacon-Ronald Ballinger Reading Room; however, you may contact the [Special Collections Librarian](#) for more information or visit our [LibGuide](#).



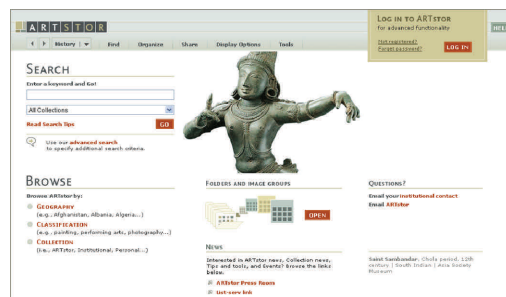
Online Resources (E-Resources)

Adams Library currently subscribes to many electronic information databases on a wide variety of subjects. Access to these databases is through the Library's home page, where they are listed [alphabetically](#) and [by subject](#). **Please note: you must have an activated Campus ID Card to access these databases from off campus.*** To access from off-campus click on the off campus link at the top of the listing and log in using your ID card. Below is a select list of some of our newest and most valuable resources.

**Some databases are not accessible from off campus.*

ARTstor

A digital library of nearly one million images in the areas of art, architecture, the humanities, and social sciences with a set of tools for viewing, presenting, and managing images for research and pedagogical purposes. For information on accessing and using ARTstor, please see the [LibGuide](#) on this topic.



CREDORreference

[CREDORreference](#) brings you easy access to trusted content from over 70 of the world's leading academic publishers (including ABCCLIO, Cambridge University Press, Elsevier Science, Routledge, and Wiley) and over 460 reference sources. It offers seamless linking to other valuable and trusted information sources to speed your research, and offers you powerful tools that help answer questions or find the perfect paper topic.



E-book Collections

The Library is pleased to bring you access to our extensive e-books collection with thousands of titles from leading academic and professional publishers. You can browse, view documents and in most cases, print up to 60 pages or a chapter.* They may be accessed individually via links from the HELIN catalog from on and off campus 24 hours a day, 7 days a week. Search the e-book databases below by topic to find an e-book on that subject. Concentrations include all the disciplines being taught at Rhode Island College. More information on these collections and other e-books the library has purchased is available in the [Electronic Books LibGuide](#).

**Copyright guidelines apply; printing more than 10%-15% of any book, online or print, is a copyright violation.*

Digitalia is a database of e-books and e-journals in the Spanish Language. RIC has subscribed to the social sciences and humanities collections in *Digitalia*.

ebrary is a collection of over 50,000 online full text books and other texts in a variety of subject areas. Ebrary allows for unlimited simultaneous users and therefore is a particularly convenient source for online class assignments.

EBSCO eBook Collection includes over 8,000 e-books purchased by the library under the former name, NetLibrary.

Humanities E-book Project from the American Council of Learned Societies (ACLS) is a searchable online collection of over 3,300 books in the humanities. The books included have been recommended by scholars as significant contributions to their respective fields.

STAT!Ref (Electronic Nursing Library) is a web-based platform that aggregates health sciences books (textbooks, handbooks, etc.), enabling cross searching of e-books as well as giving access to the full-text of the books through their tables of contents. RIC's collection includes selected Nursing e-books, MedCalc 3000, and Stedman's Medical Dictionary Online.

UPCC 2012 E-books (Project Muse) The book collection offers thousands of peer-reviewed digital books from over 65 major university presses. The Library has purchased books in Global Cultural Studies and History.

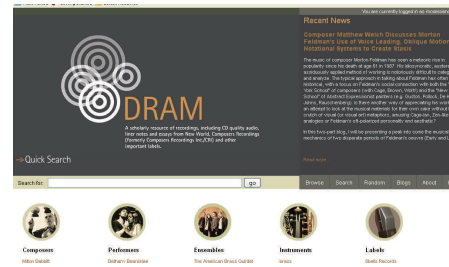
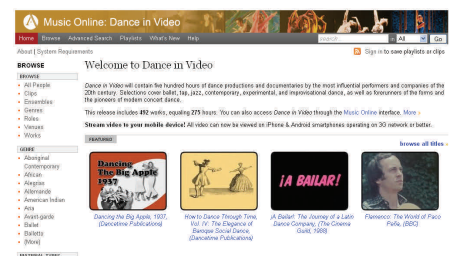
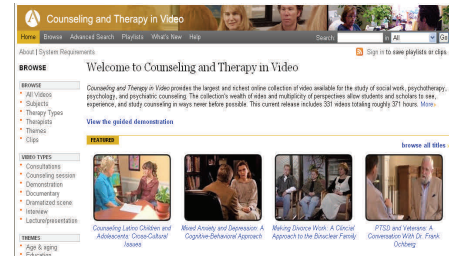
Streaming Media

The Library subscribes to a number of streaming media databases in support of curricular needs. Below is a listing of our streaming media collections.

Counseling and Therapy in Video provides the largest and richest online collection of video available for the study of social work, psychotherapy, psychology, and psychiatric counseling.

Dance in Video contains early 500 hours of dance productions and documentaries by the most influential performers and companies of the 20th century. Selections cover ballet, tap, jazz, contemporary, experimental, and improvisational dance, as well as forerunners of the forms and the pioneers of modern concert dance.

DRAM is a scholarly resource of recordings, including CD quality audio, liner notes and essays from New World, Composers Recordings (formerly Composers Recordings, Inc./CRI) and other important labels.



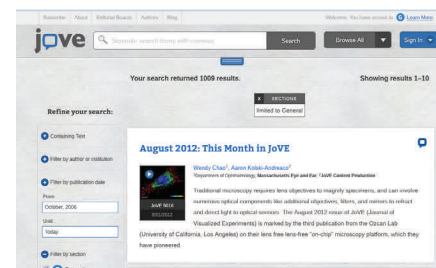
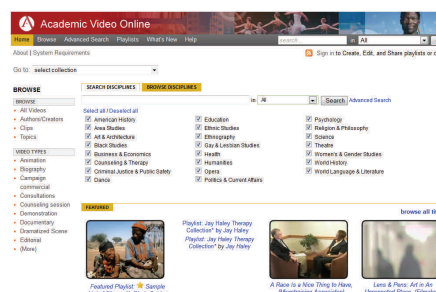
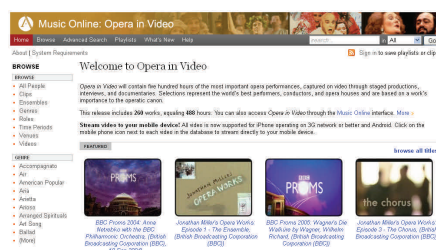
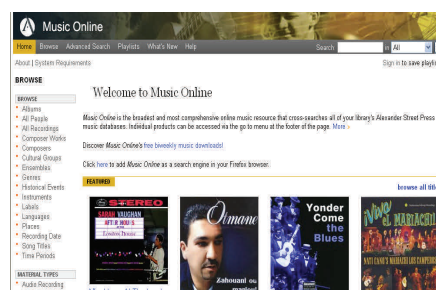
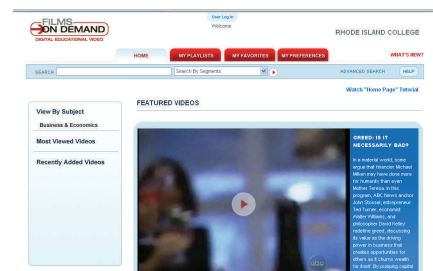
Films on Demand: Business & Economics collection includes hundreds of videos in business education, business technology, economics, ethics and business law, finance, accounting and taxation, management, and marketing.

Music Online: Listening is a comprehensive resource of streaming music. All databases can be searched at once, or users can access American Song, Classical Musical Library, Contemporary World Music, Jazz Music Library, and Smithsonian Global Sound for Libraries individually.

Opera in Video contains nearly 500 hours of the most important opera performances, captured on video through staged productions, interviews, and documentaries. Selections represent the world's best performers, conductors, and opera houses and are based on a work's importance to the operatic canon.

VAST: Academic Video Online includes thousands of films (not clips) from dozens of producers and distributors in a wide range of subjects. VAST comprises collections in Area Studies, Art & Architecture, Business & Economics, Counseling & Therapy, Criminal Justice & Public Safety, Dance, Education, Ethnic studies, Ethnography, Gay & Lesbian Studies, Health, History, Humanities, Languages & Literature, Opera, Politics & Current Affairs, Psychology, Religion & Philosophy, Science, Theatre, and Women's & Gender Studies.

JoVE (Journal of Visualized Experiments) a scientific video journal of peer reviewed, PubMed-indexed journal devoted to the publication of biological, medical, chemical and physical research in a video format. RIC subscribes to the "general" section.



Collection Development

Library Liaisons are assigned to all academic departments, and are responsible for identifying materials to add to our collections. These “selectors” use an array of tools to aid them in making purchase decisions. Faculty members are encouraged to contact their departmental liaison to recommend acquisitions that support their students’ needs. A list of library liaisons is below and on our [web page](#). To ensure curricular relevance and currency, liaisons periodically remove material and place them for your review on the Weeding Review Shelves on the 2nd floor. Departments are notified via email when this happens. A 30 day review period is allowed for these materials before they are permanently removed from the collection. Weeding is an ongoing project which we encourage you to actively participate in. You may contact your department’s liaison for information on this project.

Liaison:	Academic Department(s):
Kieran Ayton x9604 kayton@ric.edu	Mathematics & Computer Science, School of Management and Technology
Tish Brennan x2810 pbrennan@ric.edu	Biology, Music Theatre & Dance, Physical Sciences
Rachel Carpenter x2812 rcarpenter@ric.edu	Communications, School of Nursing
Kresten Jespersen x2820 jjespersen@ric.edu	Anthropology, History, Philosophy
Judith Stokes x8165 jstokes@ric.edu	Sociology, School of Social Work
Debra Thomson x9651 dthomson@ric.edu	Art, Psychology
Carla Weiss x8145 cweiss@ric.edu	English, Political Science, Feinstein School of Education & Human Development, Modern Languages

Purchase Requests The library encourages you to contact us with requests for new library materials that support the College’s curriculum and programs. Requests can be submitted online via the [Library Order Request Form](#) available from our homepage.

Faculty should keep in mind that it is especially important to consult with a library liaison when ordering material in support of a new course or a course for which they are newly responsible to determine the available materials and formats. If the request is for a reference item or online resource, it can be submitted directly to the [Collection Development Coordinator](#).

ABOUT RIC ACADEMICS ADMISSIONS ATHLETICS & RECREATION CAMPUS LIFE PERFORMING & FINE ARTS

RHODE ISLAND COLLEGE

REACH INSPIRE CONNECT

JAMES P. ADAMS LIBRARY
Order Request Form

LIBRARY ORDER REQUEST FORM

REQUEST A LIBRARY PURCHASE OF NEW MATERIALS

The library welcomes requests for the purchase of new materials including books, journals, CDs, DVDs, electronic and non-print items which support the curriculum. All requests will be reviewed by the [Collection Development Librarian](#) and subject [faculty](#). Items selected for purchase will be ordered when funds are available. All purchases are made in accordance with the James P. Adams Library Collection Development Policy. Please check the [JELIN](#) [link](#) to see if the item is currently available in JELIN before submitting your request to the Library Purchasing Department.

LIBRARY MATERIALS REQUEST

Author

Title

Publisher

ISBN/EISSN

Publication Date

Edition

Donations & Gifts

Adams Library is dedicated to providing students and faculty with the information and services necessary to support instruction and learning at Rhode Island College. Gifts, therefore help to support the Library's mission and make it possible for us to continue to provide the highest level of excellence in the collections and services we offer to the Rhode Island College community. There are many ways to give to the library:

- Donate new and used books or materials. Donations can be left at the bin in the library's lobby on the 3rd floor or by contacting the Acquisitions and Gifts office. Donations of this type are gratefully appreciated and will be added to the collection, sold in the library book sale, or donated to other non-profit groups.
- Support the library by buying books at our book sales. Books for sale are located behind the new book shelf on the third floor. This is an ongoing sale that is replenished as necessary. In addition, the library holds a large annual book sale with many bargains to be found!
- Join the [Friends of the Library](#). The Friends' organization sponsors author lectures, visits significant local libraries and museums, arranges library receptions and book sales, and makes substantial donations for the purchase of books and other items needed by the library.
- Support the purchase of important journals by "adopting" a journal. Adopted journals contain a note in the online catalog honoring the donor.
- In kind donations can be made to the library's capital fund. You may donate funds in honor or memory of a friend, relative, alumnus, faculty member, or graduating student.



The library welcomes all gifts, large or small. For more information on how you can donate, visit our [LibGuide](#). To donate books and other materials contact the [Library Gifts Coordinator](#); for other gifts, you may contact the Library Director's office.



General Library Information

Borrowing and Loan Periods (Adams Library)

You must present your Campus ID Card when borrowing materials from the library. Undergraduates and Special Borrowers are guaranteed a 28 day loan period for most items. The loan period for faculty/staff, graduate assistants, and graduate doctoral students is 120 days (4 months). Exceptions are listed in the sidebar. After the first 28 days, materials are subject to recall if requested by a faculty member for placement on Course Reserves or requested by another library user. The loan period for materials on Course Reserve is determined by the faculty member who establishes the course with staff at the Reserve Desk. Borrowed materials may be renewed online through the HELIN catalog, by phone (456-9617 or 456-8126), or in person. ***Materials will not be renewed if needed for placement on Course Reserves or if they have been requested by other library patrons.***

LOAN PERIODS

Books & most items	28 Days
Course Reserves	Professor's Discretion
CRC Kits & Big Books	1 Week
CDs & DVDs	1 Week
Laptops	3 Hours (in-library use)
McNaughton Books	4 Weeks (no renewal)
Periodicals	Do Not Circulate
Reference Materials	Do Not Circulate
Special Collections	Do Not Circulate

Borrowing from Brown University Libraries (InRhode)

[InRhode](#) is the library catalog shared by HELIN Libraries and the [Josiah Catalog](#) of Brown University. By using InRhode, you can request books from the Brown Libraries. A delivery service will bring the requested materials to the HELIN library of your choice in 2-3 business days. You will be notified by email, when requested materials have arrived at the Circulation Desk. Your activated library card will also grant you on-site borrowing and walk-in access at Brown University Libraries. CRIARL cards for patrons walking into Brown are no longer necessary; however, they are still available for the other CRIARL member libraries who are not members of HELIN (*see next*).



Borrowing from CRIARL Libraries

Rhode Island College is also a member of the Consortium of Rhode Island Academic and Research Libraries ([CRIARL](#)). A CRIARL card grants walk-in access to all CRIARL member libraries and borrowing privileges at most. All Rhode Island College faculty (including Emeriti) and professional staff on continuing appointment are eligible for a CRIARL card providing that their library accounts are active and in good standing.



CRIARL cards are issued and renewed at the Circulation Desk and are generally renewable on a yearly basis from the date of issue.

CRIARL cards grant access to:

- *All college and university libraries in Rhode Island*
- *Providence Public Library*
- *Rhode Island Historical Society*
- *Rhode Island State Library*

The following groups may be issued CRIARL cards with restrictions:

- *Adjunct faculty* members are eligible for a CRIARL card that will be issued for the current semester only.
- *Currently-enrolled graduate students* may be issued CRIARL cards in cases where the resources available to them in Adams Library are not sufficient for their research needs. A **reference interview must first be conducted** and issuance of the card will be **at the discretion of the Library Director** and will be **for the current semester only**.

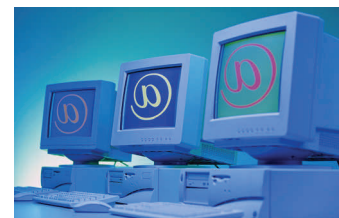
All borrowing privileges are subject to the rules of the lending library. This policy is in full accordance with the stipulations of the CRIARL Card Program.

Laptops, Public Computers and Wireless Network

The library is equipped with a wireless network. Bring in your laptop to connect or borrow one of ours! Students with library activated ID cards can check out one of our 40 laptops for in-library use periods of 3-hours. They can be renewed for an additional 3-hours as long as there is not a waiting list and must be returned to the Reserve desk one hour prior to closing. We also have two faculty laptops which can be checked out for outside use (up to two days). All library laptops are equipped with Microsoft Office and may be used to access our electronic databases. *You will need to complete a Laptop Agreement form at the time of check out.*



We have 37 public computers available throughout the library (including two Macintosh computers). All public computers are configured for easy connection to our databases (no log-in necessary) and all are equipped with Microsoft Office. *We also have a Bloomberg station in the Reference Reading area.*



Printing and Photocopying

The cost for black and white printing and copying in the library is \$0.05 per page. Color copies are \$0.50 per page or \$1.00 for 11x17. Students can use campus points on their RIC ID cards or purchase a print/copy card for \$1 at the card dispenser in the photocopy area. Value can be added to ID cards or to a print/copy card in increments of \$1, \$5, \$10 or \$20. Change is available at the Circulation Desk.



Printing

You can print from all our public computers and laptops. Print jobs can be picked up at the printer near the reference desk.

Photocopying

There are four copy machines near the Reference Desk and a new color copy machine in the Reserves Reading area. All machines are loaded with 8½" by 11" and 8½" x 14" paper. The color copier is also capable of printing on 11x17.

Microfiche Scanner

The library has a new microfiche/microfilm scanner and reader. Equipped with a 24" wide-screen monitor, and application presets for ease of use with the following media: 16 and 35mm film, negative fiche, newspaper fiche, and positive fiche. There are zoom and adjustment controls for selecting and snipping portions of the page as well as coloration controls. You can scan to PDF, save on a USB, send via email, or scan-to-print to the library's print release station.

Meeting and Study Spaces

The library is here for our students, faculty and staff and we delight in your presence whether using our resources and services, conducting research, working in groups or alone, or using our facilities to hold lectures, meetings or conferences. To better meet academic needs we have designated separate spaces for group and silent study.

Meeting Spaces:

Fortes Room is the library's sole conference room and is available for reservation through the Events Management System (EMS). The Fortes Room is located on the 4th floor, room 409





and is equipped with wireless and Ethernet connections to the internet and the same computer and audio visual equipment available as any campus e-classroom. This conference room also has conference call capability though the conference phone must be requested through AV at the time of making your room request. The room can be set up in various arrangements to suit most needs including lecture, reception and meeting. Consult the [libguide](#) for more information on making a reservation.

Reinhardt Room is a lounge area located on the main level (3), room 301. *Use of this space is restricted to special events and requires special permission from the Library Director.*

Curriculum Resources Center—The open area of the CRC located on the 4th floor is available for classes using materials from the CRC. Contact Carla Weiss x8145 or cweiss@ric.edu for more information.

Library Instruction Facility see Library Instruction, page 10

Study Spaces

Group study spaces are scattered throughout the building but particularly in these areas:

Main Level: the Reinhardt Room (301), Media Listening & Viewing area (Reserves area), the Browsing area and by various windows. **Other Levels:** the *new Student Group Study Room (406)*, and on levels 1 and 1A.

To accommodate those who prefer to work without distraction, **level 2** has been *designated as a Silent Study zone*. Individual study carrels are scattered throughout this level for your convenience.



Vending Machines and Food in the Library

At the request of students we have added three vending machines which offer a variety of snacks, juices, water, soda, coffee, tea, cappuccino and espresso. The machines are located on the main level in the Reserves Media Listening & Viewing area. For your convenience, we do not currently restrict food and drink in the library except in designated areas. *In order to maintain this open food policy we ask that you help keep our building clean by disposing of trash in the appropriate locations; and we thank you for your consideration of others.*



Other library policies are available on the [web](#).

Library News and Events

The best way to stay current with what's happening at Adams Library is through our website which is updated frequently. Another great way to know what's going on is through our newsletter where we feature new products and services, showcase our collaborative efforts and announce our events, lectures, and exhibits. Generally released once per semester, there is something for everyone—even book reviews! If you are involved in an interesting project and would like to be a part of our fall or spring lecture series, contact the Director's office. Also contact the Director's office to submit book reviews for consideration in our newsletter, [From the Steps of Adams Library](#). Please visit our website often, check out our newsletter, and send us your [feedback](#). We are here for you!

FROM THE STEPS of Adams Library REACH INSPIRE CONNECT
Rhode Island College Spring 2012

A education is place words and culture housing, we stimulate conversation and the exchange of ideas, and we help build the intellectual infrastructure of life-long learning. But, we are facing a different, complex, and constantly evolving digital landscape with a multitude of emerging technology applications and a generation with different learning styles.

Google, which scans 1,000 pages per hour, in 2010 awarded a total of \$470,000 for the start of a new digital humanities research program. This project is Google's first focused effort into supporting humanities text-mining research on its corpus of more than 12 million digitized books. The total number of books in Google's corpus, 799,092,100, would form the world's third largest nation after India. The emphasis of aggregation, such as Google, Digg, Delicious and others, speeds up and simplifies the sharing of information and media.

In addition to the millions of books and publications in all formats, Wikipedia alone has more than 17 million articles in approximately 270 languages. On YouTube, 48 hours of video are uploaded every minute resulting in 8 years of content uploaded each and every day. There is an explosion of content for e-books, mobile devices and a constant expansion of the volume in all subjects and disciplines including online reference materials. According to the blog, THE CTE (Creative Commons), Innovation and Technology in Education, 90% of 18 to 29-year-olds own a smartphone or other mobile device that they use to access the Internet (any device capable of connecting to the Internet via a cellular network). Our students are within this age range. They expect to be able to work, learn, study and communicate whenever, wherever, and however they choose. What do these challenges and opportunities mean for academic inquiry, pedagogy and the role of academic libraries?

Our new mission is centered on the quest of access to information and they often act as commentators on the progress of inquiry. It is our job to help them appropriate knowledge that students and become discerning information consumers. Therefore, our goals and values as libraries must be seen while embracing new technologies. A library today serves as: **library**—giving all users through the mass of information and data in various media, **library**—promoting information literacy, digital literacy, academic inquiry, using content, intellectual property, and **library**—using opportunities of available resources to promote learning, critical thinking and global awareness. Thus, the library is a physical and virtual place providing a holistic experience. This is what we do at Adams Library.

—Neil Brinkley, Director [khschick@ric.edu](#)

CAN ART CHANGE THE WORLD?
INSIDE OUT AT RIC
by Hannah Rosenberg, Africana Studies

Perhaps you've seen these images hanging in the windows of the library and wondered, "why?" "INSIDE OUT" is a large-scale participatory art project that transmits messages of personal identity into pieces of public space. Using black and white portraits that are uploaded and sent to INSIDE OUT where they are contained in posters that are sent back to be exhibited in the subject's own community. The project aims to challenge individuals to discover, reveal and share their central issues through the images which are posted around the world in public spaces, living walls along streets, on abandoned buildings, (all students or anywhere else). Participants are encouraged to photograph and post their own portraits or images of individuals or groups. These exhibitions will be documented, archived and available virtually.

Although JA, creator of INSIDE OUT, is from France, his project branches all over the world where he uses these images to create curiosity, bring people together, raise awareness and address conflicts.

INSIDE OUT at Rhode Island College arranged an art installation of African American portraits in an art gallery during Winter 2011. After watching the video of JA's TED Prize (see link), we decided as a class to participate in this worldwide art movement. The students came up with several creative ideas, some of which are displayed on the INSIDE OUT Poster displayed in the Adams Library foyer. Five students have volunteered to have their faces blown up and displayed on campus.

The goal of this project is to "turn the world inside out" by getting people to take notice of each other and realize that we are really not all that different, and that many of the conflicts in the world arise out of ignorance. INSIDE OUT has brought people together who might not ordinarily interact in the same space. It has sparked discussion and mutual understanding of our people and the situation they face. Making the project at RIC raises awareness about the power and influence of art on a world spectrum but also displays the diversity of the African American population and the fact that this discipline is important for all students, no matter what their "race" or background.

More about INSIDE OUT: <http://www.insideoutproject.com>
View JA's TED Video: <http://ted.com/talks/ja>
Graphic: <http://ric.regions.com/insideout>



Quick Links

Academic Integrity (LibGuide): <http://ric.libguides.com/integrity>

Access Services: <http://ric.libguides.com/AccessServices>

Artstor (LibGuide): <http://ric.libguides.com/ArtStor>

Blackboard Portal: http://www.ric.edu/adamslibrary/blackboard/#_home

Call Number Locations: <http://www.ric.edu/adamslibrary/maps.html>

Card Activation: <http://www.ric.edu/librarycardactivation/>

Check Your Library Account: <https://library.uri.edu/patroninfo~S29>

Citing Sources (LibGuide): <http://ric.libguides.com/citingsources>

Collection Development: <http://ric.libguides.com/collectiondevelopment>

Copyright (LibGuide): <http://ric.libguides.com/copyright>

Course Reserves: <http://ric.libguides.com/reserves>

Course Reserves Request Form: <http://www.ric.edu/LibraryCourseReserveRequest/>

CRIARL: <http://www.criarl.org/>

Curriculum Resources Center: <http://ric.libguides.com/curriculumresourcescenter>

Digital Commons: <http://digitalcommons.ric.edu/>

DVD Collection: <http://ric.libguides.com/dvds>

E-Books Collection: <http://ric.libguides.com/electronicbooks>

Feedback: <https://spreadsheets.google.com/viewform?formkey=dFBzNHdBaXVuQUE5VFIsdGV3N2hCVmc6MQ>

Friends of the Library: <http://ric.libguides.com/Friends>

Gifts and Donations: http://ric.libguides.com/Giving_to_the_Library

Government Publications: <http://ric.libguides.com/content.php?pid=264665>

Hours: <http://www.ric.edu/adamslibrary/calendar.html>

HELIN (about): <http://www.helininc.org/>

HELIN Catalog: <http://library.uri.edu/>

InRhode Catalog: <http://inrhode.uri.edu/>

Josiah Catalog (Brown University): <http://library.brown.edu/>

Liaisons: <http://www.ric.edu/adamslibrary/liaisons.html>

LibAnswers: <http://www.ric.libanswers.com/>

LibAnswers (FAQ): <http://ric.libanswers.com/browse.php>

LibGuides: <http://ric.libguides.com/>

Library Newsletter: <http://digitalcommons.ric.edu/fromthesteps/>

Library Web Page: <http://www.ric.edu/adamslibrary/>

Online Resources (alphabetical list): <http://ric.libguides.com/a-z>

Online Resources (frequently used): <http://ric.libguides.com/getstarted>

Online Resources (subject list): <http://ric.libguides.com/subjects>

Periodical Lists: <http://ge2eb2ja8h.search.serialssolutions.com/>

Purchase Requests (form): <http://www.ric.edu/libraryorderrequest/>

Policies: <http://www.ric.edu/adamslibrary/policies.html>

Reserving Space in the library (EMS): <http://ric.libguides.com/ems>

Requesting Articles: <http://ric.libguides.com/content.php?mode=preview&pid=175954&sid=1488481>

Requesting Books/DVDs: <http://ric.libguides.com/content.php?mode=preview&pid=175954&sid=1486087>

Reserves: <http://ric.libguides.com/reserves>

RI Libraries: <http://www.ric.edu/adamslibrary/RIlibraries.html>

Selected Works (SW): http://digitalcommons.ric.edu/sw_gallery.html

Special Collections: <http://ric.libguides.com/specialcollections>

Thesis Submission: <http://www.ric.edu/adamslibrary/theses.html>

STAFF DIRECTORY

Director's Office

Hedi BenAicha, Library Director, AL 402 456-8053/8052 hbenacha@ric.edu
Ellen Morais, Assistant to the Director, AL 403 456-8052 emorais@ric.edu
Kieran Ayton, Emerging Technologies Librarian, AL 412 x9604 kayton@ric.edu

Director's Office FAX: 456-9646 **email:** oald@ric.edu

Access Services

Circulation x8126/9617 fax x1915 adamscirc@ric.edu
Document Delivery/Interlibrary Loan x8190/9617 fax 1914 adamsill@ric.edu
Library Facilities x9804/9617 dmaine@ric.edu
Library Student Employment x8220 sgiacobbi@ric.edu
Reserves x8129/9617 adamsreserves@ric.edu

Sharon Giacobbi, Access Services Manager, AL 304 456-9618/9617 sgiacobbi@ric.edu

Brian Baker, Reserves Supervisor, AL 302 456-8182/9617 bbaker@ric.edu

Myra Blank, Coordinator in Document Delivery, AL 302 456-9800/8190 mblank@ric.edu

Leigh Kelly -Mournighan, Access Services Assistant, AL 302 456-9801/9617

lmournighan@ric.edu

Corrine Kilpeck-Fortune, Circulation Supervisor, AL 302 456-9806/9617 ckilpeck@ric.edu

David Maine, Library Facilities Supervisor, AL 308 456-9804/9617 dmaine@ric.edu

Lisa Maine, Doc. Delivery/ILL Supervisor, AL 305 456-9805/9617 emaine@ric.edu

Curriculum Resources Center (CRC)

Carla Weiss, Reference Librarian/Interim Head of CRC, AL 411 456-8145 cweiss@ric.edu

Digital Initiatives

J. Kresten Jespersen, Digital Initiatives/Head of Technical Services, AL 412 456-2820

jjespersen@ric.edu

Friends of Adams Library: <http://ric.libguides.com/Friends>

James P. Adams Library

Library Acquisitions & Gifts

Debra Thomson, Library Acquisitions Manager, AL 203 456-9651 FAX 456-2715

dthomson@ric.edu

Brenda Bocchini, Library Acquisitions Assistant, AL 201 456-9605 bbocchini@ric.edu

Reference

Reference Desk 456-8125 jimmyspref@ric.edu

Library Instruction 456-8125 jimmyspref@ric.edu

Patricia Brennan, Head of Ref./Library Instruction Coord., AL 204 456-2810

pbrennan@ric.edu

Rachel Carpenter, Reference/Govt. Documents Librarian, AL204 456-2812

rcarpenter@ric.edu

Carla Weiss, Reference Librarian/Interim Head of CRC, AL 411 456-8145 cweiss@ric.edu

Special Collections

Marlene Lopes, Head of Special Collections/Archivist, AL 413-416 456-9653 mlopes@ric.edu

Technical Services

J. Kresten Jespersen, Head of Technical Services/Digital Initiatives, AL 412 456-2820

jjespersen@ric.edu

Beatrice DiFormato, Technical Services Assistant, AL 201 456-9889/9808 bdiformato@ric.edu

Ray Hartenstine, Processing Assistant, AL 201 456-1905/9808 rhartenstine@ric.edu

Linda McEnery, Cataloging Associate, AL 201 456-1902 lmcenery@ric.edu

Judith Stokes, E-Resources/Serials Librarian, AL 308 456-8165/9614 jstokes@ric.edu

Chhann Ya, Cataloging Associate, AL 201 456-1903 cya@ric.edu

Web Services

Kieran Ayton, Emerging Technologies Librarian, AL 412 x9604 kayton@ric.edu